



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Executive Assistant/ Administrative Assistant I  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2921 - \$3551 (Executive Assistant)  
\$3538 - \$4300 (Administrative Assistant I)

### **DESCRIPTION OF DUTIES:**

Under general direction of the General Counsel, will relieve the General Counsel and Staff Counsel of administrative detail and duties related to the functioning of the Legal Division in the Executive Office; act independently to perform preliminary research and fact-gathering, alert the General Counsel to significant administrative issues or problems, and provide recommendations as to courses of action. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **Essential Functions**

- Assists the General Counsel and relieves him/her of administrative detail.
- Maintain a comprehensive workload-tracking system for all assignments referred to the Legal Office.
- Review and recommend organization of paperwork flow, including assignments to appropriate staff.
- Researches and secures information to respond to difficult, sensitive telephone inquiries.
- Compile workload statistical data used for personnel and budget justification.
- Act as liaison between the Divisions and Authorities regarding policy direction from the Legal Office.
- Serves as the General Counsel's personal representative when he/she is out of town or unavailable.
- Performs independent research on special assignments.
- Gathers and summarizes data and develops reports.
- Composes correspondence for the General Counsel's signature.
- Coordinates appointments and calendars, arranges meetings, travel and related matters for the General Counsel and Staff Counsel.

### **DESIRABLE QUALIFICATIONS:**

- Ability to manage multiple projects simultaneously, including exercising good judgment to prioritize competing demands.
- Ability to establish and maintain cooperative relationships with those contacted in the course of doing business.
- Ability to work independently and under pressure.
- Ability to recognize problems and take action to correct them.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize issues of political sensitivity and to use tact and discretion when discussing and resolving them.
- Ability to work with Microsoft Word, Excel and Access or similar applications.
- Professional demeanor and flexibility in the face of frequently changing circumstances.
- Good attendance.
- Neat personal appearance.

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and a background check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as an Administrative Assistant I or Executive Assistant.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-101-5361-001" next to the classification on your application, i.e., Administrative Assistant I (820-101-5361-001).**

**FINAL FILING DATE:**

Applications will be accepted **until filled**. Applications will be screened and only the most qualified will be interviewed.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

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Exec:dls  
05/02/07